# King County

## FUNCTIONAL ANALYST III
### DEPARTMENT OF EXECUTIVE SERVICES - FINANCE & BUSINESS OPERATIONS DIVISION
### PAYROLL SYSTEMS & OPERATIONS
**Salary Range: $57,778 - $73,237**
**Job Announcement: 04LW4231**
**Open: 5/3/04          Close: 5/12/04**

**WHO MAY APPLY:** This position is open to all qualified career service employees who are currently employed in the Finance and Business Operations Division.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Teresa Sobol, 821 Second Ave, Seattle, WA  98104, Fax 206-684-2186.** Email applications are encouraged at **hr.fbod@metrokc.gov** application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) *PLEASE NOTE:* **Applications** not received at the location specified above and those that are not complete may not be processed**.**

*FORMS AND MATERIALS REQUIRED:* A King County application form, resume, supplemental questionnaire and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at: http://www.metrokc.gov/ohrm/jobs/JobApplications.htm.

**WORK LOCATION:** 821 Second Avenue, 7th Floor, Exchange Building, Downtown Seattle, WA.

**WORK SCHEDULE:** This full time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The normal workweek is Monday through Friday, 8:00 a.m.– 5:00 p.m. weekend/night work is sometimes required.

**PRIMARY JOB DUTIES INCLUDE:** The position's primary responsibility is to provide functional support for King County's HR/Payroll systems as a member of a team of functional and technical analysts devoted to development and maintenance of King County's HR/Payroll functions.
- Subject matter expert, champion and senior functional analyst for all HR related functions on both the PeopleSoft and MSA HR/Payroll systems.
- Manage requests from stakeholders following the change management process.
- Develop change request business cases (i.e. define the problem, pros, cons, suggestions, cost/benefit analysis; recommendations).
- Identify and document requirements and functional specifications.
- Develop alternative analysis as required.
- Review, revise and recommend new business processes and procedures.
- Develop test requirements, plans, scripts.
- Conduct thorough functional User Acceptance Test and other testing following standard methodology.
- Transfer knowledge to stakeholders.
- Document system processes, procedures and set ups.
- Maintain specific functional area documentation in a library defined by Functional Lead.
- Manage performance measures for assigned functional area.
- Develop audit standards for transactions and data.
- Serve as a guardian of system data integrity.
- Provide daily user support and troubleshooting.
- Perform complex transactions for end users.
- Maintain system set ups and conduct daily operational transactions as required.

- Perform End User Training.
- Organize and Conduct Forums for MSA, PeopleSoft and other user communities as needed.
- Produce regular informational bulletins for both MSA and PeopleSoft broadcasting instructions, guidelines and other information to the MSA and PeopleSoft user communities.
- Serve as the End User Customer Service contact and Public Information Officer for the unit.
- Functional voice at end-user meetings and technical meetings.
- Establish/maintain strong partnership with technical counterpart and user community.
- Assist Technical Analysts with design solutions for application modifications, interfaces and reports.
- Liaison between end users and Technical Team.
- Perform other functional analyst support duties as needed.

**QUALIFICATIONS:**
- A Bachelor's degree in business, accounting, data processing or a closely related field or the equivalent combination of education and experience.
- A minimum of five years working in a functional/business analyst role supporting large payroll/accounting systems.
- A minimum of three years of operational experience with PeopleSoft HRMS performing functional analyst duties.
- Working knowledge of project management principles and techniques.

**DESIRABLE QUALIFICATIONS:**
- Familiarity with mainframe based systems such as MSA/GEAC/Dun & Bradstreet.

**NECESSARY SPECIAL REQUIREMENT:**
Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner. Ability to move computer related equipment.

**UNION STATUS**: This position is not represented.

**CLASS CODE***: 733501*

## Functional Analyst III - Payroll Systems & Operations
## Supplemental Questionnaire

Please provide a concise written response to the following questions.  You will be evaluated on your level and extent of experience, level of technical knowledge and clarity of response.  Give examples from your work experience where you have performed such a range of duties.  Your response should be limited to no more than 2 pages. Please include your name and job number at the top of each page.

1. Describe, in detail, your knowledge and experience using and/or supporting PeopleSoft HRMS, in general, and the HR module in particular.

2. Describe, in detail, your project management knowledge and experience.

3. Describe, in detail, your functional/business analyst role supporting large payroll systems. In your opinion, what is the difference between a functional and business analyst?

4. Describe your knowledge and experience using and/or supporting mainframe-based systems such as MSA/GEAC/Dun & Bradstreet

5. Describe your End User Training experience including training material development and training delivery.